



**U.S. Department of Agriculture
Rural Development**

FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

The United States Department of Agriculture, Rural Development, is currently hiring for the following Federal Career Intern Position

Announcement Number: FCIP-UP-TELE-07

Position Title: Management Analyst – 1 position

Series and Grade Level: GS-0343, Grade 07

Salary Range: \$41,210 - \$53,574

Full Performance Grade Level: GS-13 (Currently \$86,927)

Opening Date: September 4, 2009

Closing Date: September 11, 2009

Position Location: Utilities Programs, Telecommunications Program, Washington, D. C.

Relocation expenses will not be authorized.

Equal Employment Opportunity

Qualified applicants will be considered for appointment without regard to race, color, age, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

**Management Analyst
(Federal Career Intern Program)**

Rural Development Profile

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways. Rural Development Mission Area includes Housing and Community Facilities Programs, Business and Cooperative Programs, Utilities Programs, and a widely dispersed field office structure of 47 State Offices.

Rural Development is seeking a bright and motivated individual who is interested in performing a variety of assignments which supports the mission and vision of the Department of Agriculture.

What is the Federal Career Intern Program?

The Federal Career Intern Program (FCIP) is designed to attract college graduates and experienced professionals interested in careers with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and valuable full-time on-the-job work experience. After successful completion of the program, interns may be eligible for conversion to a permanent position without further competition.

Position Information

The Telecommunications Program develops, manages and evaluates multiple loans and grant programs, and carries out special programs and projects mandated by the Administration, Congress, and the Utilities Programs' Administrator. The Telecommunications Program assists in developing, planning, and financing the construction of telecommunication infrastructures in Rural America.

The incumbent of this position will be a participant in the Federal Career Intern Program and will serve in a training capacity as a Management Analyst in Rural Development's Utilities Programs, Telecommunications Program. The position leads to the GS-13 level; training activities include:

- Work assignments will provide increasingly in-depth exposure to strategic planning, performance management, and the examination of organizational systems and programs. Incumbent will propose alternatives for improving efficiency and effectiveness;
- Incumbent will assist in special studies or surveys of problems, projects, program implementation, identify deficiencies, and provide senior management with findings;
- In a training capacity, incumbent will evaluate performance management and planning systems by utilizing appropriate scientific and mathematical methods;
- Incumbent will assist in developing Telecommunications Program's outreach programs and activities.

Intern will participate in a 2-year formal training and development program designed to provide him/her with important competencies in order to progress to more responsible activities during the duration of the program. Intern will be promoted to higher grade level when administrative and qualification requirements have been met, but not beyond the established promotion potential of the position. Upon successful completion of the program, intern may be converted to career-conditional or career appointment, as appropriate. An intern who does not perform successfully or progress sufficiently during the program may be separated at any time.

Key Highlights of the Administrative Career Intern Program

- Full-time, 2-year Excepted Service Appointment, under the authority of the Office of Personnel Management (OPM);
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment;
- Eligible for full benefits.

Qualifications

GS-7: Successful completion of a full 4-year course of study leading to a bachelor's degree in a field that provided the knowledge, skills, and abilities necessary to do the work, plus at least one of the following Superior Academic Achievement provisions:

- A 3.0 or higher cumulative grade point average out of a possible 4.0 ("B" or better) as recorded on applicant's official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the undergraduate curriculum;
- A 3.5 or higher grade point average out of a possible 4.0 ("B"+ or better) based on the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum;
- Rank in the upper third of the graduating class in the college, university, or major subdivision;
- Election to membership in one of the national honorary societies (other than freshman or sophomore societies) recognized by the Association of College Honor Societies.

Note: Grade-point averages are to be rounded to one decimal place. For example, 2.95 or higher will round to 3.0, and 2.94 will round to 2.9.

OR

One full year of graduate level education or law school;

OR

One year of professional experience in a related area, which is comparable to the GS-5 level in difficulty in the Federal Service and combined with one year of appropriate education.

OR

Equivalent combination of experience and education.

Other Crediting Experience

Credit will be given for unpaid and directly related experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience, as well as leadership activities and awards. To receive proper credit, you must provide duties performed, the number of hours per week that was spent in such activities, leadership examples, and awards received.

General Eligibility

- U.S. Citizenship Required;
- Education must have been taken at an accredited college or university, recognized by the U. S. Department of Education in order for it to be creditable towards meeting educational requirements;
- Possess exceptional work experience in combination with education;
- Applicants who will complete all of their degree requirements within six months may also apply, but may not enter on duty until successful completion of all the required study;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

Suitability and Clearance Requirements: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for non-appointment or termination.

HOW TO APPLY REQUIREMENTS

- Letter of Interest;
- Optional Application for Federal Employment (OF-612) – Can be found online at http://www.opm.gov/forms/pdf_fill/of612.pdf. Your application must include work experience, training, education, volunteer work, and awards, if any;
- **Resume, which includes your e-mail address and contact phone number;**
- An unofficial university transcript will be accepted during the application review process; however, **an official university transcript must be submitted prior to appointment;**
- USDA Career Intern Program Application Form: Can be found online at: <http://usda.gov/da/employ/CareerInternApplication.htm> or at <http://www.usda.gov/da/employ/CareerInternApplication.pdf>;
- An occupational questionnaire is required for this position's series (343). After the announcement closes, you will be contacted directly by an examining officer to request completion of the occupational questionnaire;
- For applicants claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point-point preference must also submit an Application for 10-Point Veteran Preference, SF-15, along with the required documentation listed on the back of the form. (For more information of Veterans' programs, please see the VetsInfo Guide).

DEADLINE FOR APPLICATION: To apply for this opportunity, all of the above application materials must be received by **Friday, September 11, 2009 at 11:59 p.m.**

The complete application package should be submitted by e-mail or fax to:

Bernadette Miller
USDA-Rural Development
Federal Career Intern Program Coordinator
E-mail: Bernadette.Miller@wdc.usda.gov
Fax: (202) 692-0295
Office Number: (202) 692-0199

NOTE: Universities may submit official transcripts to the above mailing address at time of appointment.

EEO Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
